



RICHFIELD MUNICIPAL CENTER RENTAL POLICIES & GUIDELINES

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RICHFIELD MUNICIPAL CENTER RENTAL POLICIES & GUIDELINES

1. INTRODUCTION

The Richfield Municipal Center is operated by the City of Richfield under the policy and guidelines established by the Richfield city council. The facility contains three public meeting rooms and a service kitchen available for use on a rental basis by local civic, resident, non-resident, and for-profit groups. The council chambers and main lobby are special use areas that have very limited availability and which require the approval of the city manager.

2. PRIORITIES FOR USE

Meetings related to the administration and operation of city government, including but not limited to city commission and advisory board meetings, have first priority for use of the facility so that city business may be conducted. The City reserves the right to preempt a non-city-related use, when necessary, to conduct essential city business.

3. RENTAL FACILITIES

Bartholomew Room*: (Large conference room)

Seats up to 34 for meetings, 50 for training & 60 for lecture.

Food is allowed, subject to Section 10.

Heredia Room*: (Medium-sized conference room)

Seats up to 22 for meetings, 28 for training & 48 for lecture.

Food is allowed, subject to Section 10.

Fred Babcock Room*: (Small conference room)

One large table which seats up to 12.

Food is not allowed in this room.

Service Kitchen:

Available for rental in conjunction with the rental of at least one of the conference rooms.

Wi-fi is available in the meeting rooms. Web browsing (HTTP and HTTPS) is supported on the wi-fi network. Other protocols, such as VPN, are not supported.

*** Audio/visual equipment available for extra charge. Renters must supply their own laptop. A designated individual for the renter must have received training on the operation of the AV equipment prior to the day of the meeting/event. Training also ensures compatibility of the equipment. ***

4. FEE CLASSIFICATIONS AND OTHER CHARGES

The Richfield city council establishes the following fee classifications for the purpose of setting fees. Specific fee charges are dependent on the type of group, requested facility, length of rental and staff time and/or equipment needed with consideration to the market place and other such factors as may be deemed relevant.

Priority Levels of rental users (see detailed definitions in Section 11)

Level 1A: Meetings, events & training conducted and/or sponsored by the City of Richfield and its boards and commissions, and quasi-city groups.

Level 1B: Independent School Districts #280 & #287.

Level 2: Local civic and non-profit groups & other governmental agencies.

Level 3: Richfield resident groups (a majority of the members must be Richfield residents)

Level 4: Non-resident groups and other groups.

RENTAL FEES & CHARGES

Fee Classification	Bartholomew Room	Heredia Room	Fred Babcock Room
	Up to 4 Hours	Up to 4 Hours	Up to 4 Hours
Level 4 user	\$500 (4 hour block)	\$400 (4 hour block)	Not available
Level 3 user	\$100/hr (2 hour minimum)	\$80/hr (2 hour minimum)	\$80/hr (2 hour minimum)
Level 2 user	\$75/hr (2 hour minimum)	\$65/hr (2 hour minimum)	\$65/hr (2 hour minimum)
Level 1A & 1B user	No charge		

OTHER CHARGES:

- Kitchen Rental* - \$50 per use (to cover costs associated with licensure & maintenance)
- Audio/Visual equipment demonstration* - \$50 per use
- Requested or required onsite city staff services = 133% of staff member's salary/hour (minimum 2 hours)

***For all rental groups with the exception of level 1**

If a fee question arises, the city manager shall make all final determinations.

5. DAMAGE DEPOSIT AND PAYMENT

A \$200 damage deposit in the form of a cashier's check to cover damages and/or extraordinary cleaning costs is required at the time of reservation for all rental groups, with the exception of Level 1 renters.

The damage deposit will be refunded within 21 days after the reservation date if no deductions are necessary. Any damage or extraordinary cleaning that exceeds the amount of the damage deposit will be charged to the party responsible for the rental.

PAYMENT:

The City must receive full payment after approval of room application but no later than 10 days before the rental date to prevent cancellation of your reservation.

The City will charge a \$30 service fee for any dishonored checks.

All checks should be made payable to the City of Richfield and mailed to: City of Richfield, Attn: City Clerk, 6700 Portland Avenue, Richfield, MN 55423.

6. RESERVATION PROCEDURES

The Municipal Center facilities are available for rental on the following days and times:

Level 2, 3, and 4 users:

- Mondays through Thursdays, 5:00 pm to 9:00 pm
- Saturdays 8:00 am to 12:00 pm.

Level 1A & 1B users:

- Mondays through Thursdays, 7:00 am to 9:00 pm
- Fridays, 8:00 am to 4:00 pm
- Saturdays 8:00 am to 12:00 pm.

The Municipal Center is closed to rentals on Sundays and legal holidays.

A Richfield maintenance technician will generally be on site during use of the facilities. Your business or activity must be concluded no later than the hours indicated above in order for the building to be secured.

- A **Room Reservation Application** must be submitted to the city clerk's office at least 14 days prior to the event, but no more than 45 days in advance of the requested reservation. Applications may be obtained at the Municipal Center Information Desk or on the City's website at www.cityofrichfield.org/roomreservations. Applications are reviewed and the rooms scheduled by the city clerk's office and, if applicable, the city manager. If food will be served, review and approval from the City's Environmental Health Division is also required.
- All groups using the Municipal Center must have a city-approved room reservation application prior to facility use. One contact person must be designated to make all arrangements with Municipal Center staff.
- Only city staff may reserve rooms for recurring meetings.
- Once an application has been approved, the holder cannot assign, transfer nor sublet to another party the use of the facility they reserved.
- The hours stated on the room reservation application must be adhered to, as the facility will be opened for the applicant and closed at the times stated on the form. This includes any necessary set-up time by the renter. Occupancy of the reserved facility after the time indicated on the agreement will result in an additional rental fee which will be deducted from the damage deposit or charged to the renter.

7. CANCELLATION POLICY

Facility renters are eligible to receive a refund of the full amount of the rental fee when canceling a reservation at least 10 days before the rental date. The City will refund fifty percent of the rental fee if the reservation is cancelled nine or fewer days prior to the rental date.

8. BUILDING USE RULES

- Violation of these rules can result in refusal of any future use of this facility.
- The following types of activities may not be held in the Municipal Center:
 - Commercial, for-profit events such as sales solicitations or seminars for the purpose of selling products or services;
 - Religious services, prayer meetings or religious ceremonies;
 - Social events or private parties, including wedding ceremonies, birthday parties, family reunions and receptions;
 - Events where exterior signage or displays are required;
 - Political party and/or political candidate meetings or fund raisers.
- If a room has been rearranged by the user, it must be returned to its original condition. All trash and recycling must be picked up and put into receptacles. It is the responsibility of the user to leave the room in the condition in which it was provided.
- Any damage to the facilities or equipment must be reported to the onsite staff person immediately or to the city clerk's office as soon as possible. The rental group will be responsible for the costs of any damages incurred or extra cleaning required.
- Smoking is prohibited throughout the building, outside on the plaza and in the adjacent park. A cigarette receptacle is located 20 feet from the main entrance, which is the only allowed area for smoking.
- The consumption of alcoholic beverages in the Municipal Center, grounds, parking lot and adjacent park is a criminal offense. If alcohol is found on the premises, the event will be stopped immediately and rental fees and damage deposit will be forfeited. Violators will be charged and prosecuted.
- Every group using the facility must be under competent adult (21+) supervision. The organizing user or group will assume full responsibility for the group's conduct and any damage to the building or equipment. Children must be attended by adults at all times and contained in the room rented.
- Users take full responsibility for their group's conduct and for any loss, breakage or damage to the rooms, equipment or other Municipal Center property. The City of Richfield reserves the right to assign supervisory staff or maintenance personnel, at an additional cost to the users, if deemed necessary by the particular function or activity.

- The Richfield Municipal Center does not discriminate against or harass any applicant because of race, color, religion, national origin, sex, disability, age, marital status or status with regard to public assistance.
- The Richfield Municipal Center is not liable for any loss, damage, injury or illness by the users of the facilities. Neither the City of Richfield nor its employees can be held responsible for any items that are left at the facility by the renter, caterer or contracted service.
- No decorations, banners or signs can be taped, pinned or affixed to the walls, ceilings or windows.
- Signs may not be posted outside of the Municipal Center regarding a rental event.
- The Richfield Municipal Center does not provide linens or table skirts.
- Candles are not allowed.

9. FOOD & BEVERAGE RULES

- Food is allowed in the Bartholomew and Heredia Rooms, but is not allowed in the Fred Babcock Room.
- If serving any food other than coffee, bagels, donuts or cookies, the service kitchen **MUST** be reserved and used.
- Orange and/or red color beverages are prohibited.

10. SERVICE KITCHEN RULES

The Service Kitchen is not designed for preparing food, but rather for serving food that has already been prepared offsite.

The Service Kitchen is available for use only if reserved in advance in conjunction with the rental of additional space in the Municipal Center.

The following rules must be adhered to when using the Service Kitchen:

1. Groups must provide their own serving ware, utensils, coffee and condiments.
2. Users must follow the posted cleaning rules.
3. The kitchen must be left clean:
 - no dishes in the sink or left in the dishwasher
 - no items on the counters
 - counters must be cleaned
 - floor must be swept and cleaned
 - appliances must be cleaned
 - all food must be removed from the refrigerator/freezer
 - garbage and recycling must be put in the proper containers.

The use of this facility must be strictly adhered to for safety considerations.

11. PARKING RULES

- Because of limited parking, rental groups with more than 20 expected attendees are highly recommended to car pool. Rental use will be denied if, in the City's assessment, there will be inadequate parking on the rental date to accommodate the event.

- This facility cannot accommodate oversized vehicles in the parking lot.

12. DEFINITIONS

City programs, services, or activities

Includes the programs and services administered by the City of Richfield and its boards and commissions.

Quasi-city groups

City-affiliated or city-supported groups such as the Richfield Fourth of July Committee, Richfield Visions, 494 Corridor Commission, I-35W Solutions Alliance (as well as other groups that have a council member or staff as a liaison).

Local civic and non-profit groups

Includes civic organizations, churches, athletic associations, fraternal groups, charitable organizations, or character building organizations and which possess current Minnesota non-profit exempt status and are devoted to social, educational, recreational and civic development or other like purposes.

Resident

Any person who resides primarily in the City of Richfield.

Governmental agencies

Includes county, state, and federal agencies.

School Districts #280 & #287

Includes directly-related school activities as well as community education, curricular, co-curricular, and extra-curricular activities.

Other groups

Any group not covered by one of the other definitions in this section.

If you have questions about this policy or guidelines, please contact:


City Clerk, Elizabeth VanHoose, 612-861-9738, EVanHoose@cityofrichfield.org; or
Assistant City Manager, Pam Dmytrenko, 612-861-9708, PDmytrenko@cityofrichfield.org

Bartholomew Room

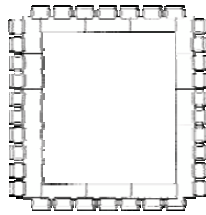


Bartholomew Room

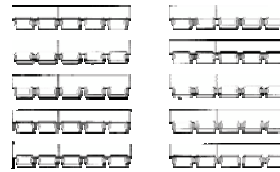
This room has a projector, screen, and laptop connection.

Room Setup Options: Training Tables = 

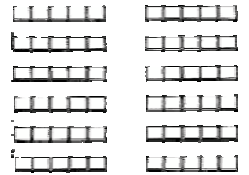
MEETING
34 Seats



TRAINING
50 Seats



LECTURE
60 Seats




Heredia Room

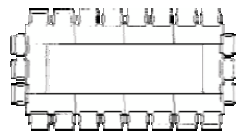


Heredia Room

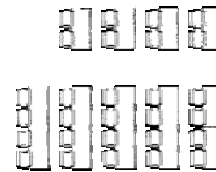
This room has a projector, screen, and laptop connection.

Room Setup Options: Training Tables = 

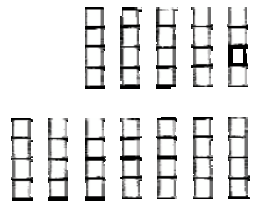
MEETING
22 Seats



TRAINING
28 Seats



LECTURE
48 Seats



750 Square Feet

Fred Babcock Room

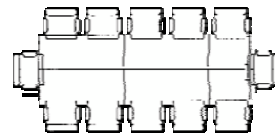


Fred Babcock Room

No Food Is Allowed In This Room

This room has a monitor, laptop connection and teleconference system.
This room has a conference style table, and no other setup options are available.

CONFERENCE
12 Seats



Service Kitchen



Service Kitchen

The service kitchen is outfitted with a serving window, microwave, refrigerator/freezer, and 2-sided sink. The service kitchen can only accommodate for food that has been prepared offsite.